

## EXPLANATION OF COURTESY HEARING PROCESS

Some of the items on the agenda may include a Courtesy Hearing. The purpose of this hearing is to provide the public an opportunity to courteously express their views and opinions on the agenda item under consideration.

The Planning Board is an advisory board to the Salisbury City Council. Based on input from this hearing, and information supplied to us by city staff, this board will provide the City Council with our specific recommendation.

The Courtesy Hearing procedures are as follows:

1. The Chair will call for the case number according to the prepared agenda.
2. A staff member will present the case to the board and provide a recommendation.
3. The Chair will ask the applicant to state whether they would like to present their case before and after the hearing, or only afterwards. If they choose to speak before and after, they will receive 3 minutes before the hearing and 3 minutes after the hearing. If they choose to speak only after the hearing, they will receive a total of 6 minutes in which to present their case. This time is separate and apart from the Courtesy Hearing.
4. To begin the hearing, the Chair will ask those in opposition to the proposal to present their information and all in opposition will be given an opportunity to speak.
5. The Chair will then ask those in favor of the proposal to present their information and all in favor will be given an opportunity to speak.
6. When the hearing is complete and the applicant has presented their case, the board may call on the applicant or certain members of the public to answer questions or address comments made.

Since this is a Courtesy Hearing for the Planning Board to gather information, all of your remarks should be directed to the members of the Planning Board.

If you want to speak, wait for the person ahead of you to exit, and then approach the front table and take a seat. Please state your name and address into the microphone so that it can be recorded by the Board Secretary. If you have financial, family, or organizational involvement in the case, it should be declared at this time. You will have a maximum of 3 minutes to speak and time cannot be transferred from one person to another.

Be certain that the Planning Board wants to hear everything that you have to say pertaining to the item; however, please remember that it is a Courtesy Hearing, so be courteous to those with an opposing point of view, please do not express yourself from the audience, and try not to duplicate something that has already been said.